Timeline

At a Glance

What Else Are They Called?
- Time frames
- Time charts
- Project calendars

When Are They Used?
- Almost always with a federal grant, but not as often with a foundation or corporation.

Why Are They Used?
- Timelines are graphical representations of what will happen when.
- Timelines are used to inform the funder when benchmarks and major project events are going to happen.
- Timelines are used to clarify and provide a graphical representation of the project.

Key Concepts
- Uncomplicated.
- Easy to read at a glance.
- Only major events need be noted.

Goals and Major Objectives
- The timeline will include your goals and any major objectives that are considered benchmarks.
- You will only write a few words, or a simple phrase.
- Look at each goal and decide on the focus for your timeline.

Milestones or Special Events
- If there are milestones or special events, include them in your timeline.
- A milestone might be when the first phase of research has been completed, or when a key component of the project has been finished.
- A special event might be a seminar or an awards ceremony.

Major Reports and Evaluations
- It is important to note when reports will be done and which month's analysis will be made.
- Evaluations are another key item to put in a timeline.

Important Deadlines
- If there is a deadline in your project, it should be noted in the timeline.
- Deadlines might be a meeting, a test, or a report to a partner.

Special Requirements of Funder
- Any time requirement valued by the funder should appear in the timeline.
- You should take every opportunity you can to indicate to the funder that you have met all the requirements.

Checklist*—Timeline

☑	Goals
☑	Major objectives
☑	Important milestones
☑	Special events
☑	Major reports
☑	Evaluations
☑	Important deadlines
☑	Any special grant maker requirements
☑	Clean, clear, and uncluttered
☑	Easy to understand

*Remember that a grant funder's directions (instructions/guidelines) take precedence over any and all other considerations. You must absolutely, positively follow the grant funder's directions exactly, precisely, and painstakingly.

Compile timelines in terms of project months rather than calendar months. State what will happened in project month one or project month six. Sometimes a review process is held up and may cause the reader to question timing if you use exact dates. Sometimes it is hard to make a timeline in 12-point type. Always remember the reader—assume that readers do not have 20-20 vision, and make it easy on them to read the chart.

Last Words
- A timeline is a graphical presentation of what and when things happen.
- A graphical presentation is used to make the information easier to understand.
- If a timeline takes careful review and several minutes of study to understand, it has missed the mark and should be redesigned.
- Seek a balance. Show enough detail to draw a complete picture of the project, but not so much detail that the big picture becomes obscured.
- Does it seem as though we keep telling the same story over and over? Perhaps that is because we are doing just that.

- Project summary gives a capsule glimpse of the story.
- Executive summary expands the story to include a few more facts.
- Problem statement tells the story from the viewpoint of the problems that need solving.
- Goals and objectives provide the organizational framework, the outline of the story.
- Project narrative flushes out the story to its full size.
- Timeline puts the story in perspective chronologically.
- Budget explains the story from the viewpoint of money.
- The different parts of a proposal, each coming from their own particular direction, come together to tell a complete story. The story of your solution, your project.

Sunnyvale School District

After School Program

Timeline

Project Year One												
Goals and Objectives	**Project Month**											
	1	2	3	4	5	6	7	8	9	10	11	12
Goal 1: Develop infrastructure	▓	▓	▓									
Obj 1: Hire project director	▓											
Obj 2: Hire site directors and snack coordinators		▓	▓									
Obj 3: Hire teachers		▓	▓									
Obj 4: Recruit tutors		▓	▓									
Obj 5: Agreements with contractors		▓	▓									
Obj 6: Prepare facilities		▓	▓									
Goal 2: Train Program Personnel		▓	▓									
Obj 1: Staff orientation training			▓									
Obj 2: Train tutors			▓									
Obj 3: Orient middle school staff			▓									
Goal 3: Provide Supplemental Academic Activities				▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Recruit participants			▓	▓								
Obj 2: Develop Individual Academic Plans				▓								
Obj 3: Supervised homework				▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 4: Tutoring				▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 5: Language Arts supplementation				▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 6: Mathematics supplementation				▓	▓	▓	▓	▓	▓	▓	▓	▓

Project Year Two												
Goals and Objectives	**Project Month**											
	1	2	3	4	5	6	7	8	9	10	11	12
Goal 1: Develop infrastructure												
Obj 1: Hire project director												
Obj 2: Hire site directors and snack coordinators					Completed							
Obj 3: Hire teachers												
Obj 4: Recruit tutors												
Obj 5: Agreements with contractors												
Obj 6: Prepare facilities												
Goal 2: Train Program Personnel	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Staff orientation training	▓											
Obj 2: Train tutors	▓											
Obj 3: Orient middle school staff	▓											
Goal 3: Provide Supplemental Academic Activities	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Recruit participants	▓											
Obj 2: Develop Individual Sup academic plan	▓	▓										
Obj 3: Supervised homework	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 4: Tutoring	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 5: Language Arts supplementation	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 6: Mathematics supplementation	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓

Inner City Alcohol and Drug Prevention Commission

Alcohol, Tobacco and Other Drugs (ATOD) Prevention Project

Timeline

Project Year One												
Goals and Objectives	**Project Month**											
	1	2	3	4	5	6	7	8	9	10	11	12
Goal 1: Project Set-Up Activities	▓	▓	▓	▓	▓							
Obj 1: Hire Project Director	▓											
Obj 2: Hire project key personnel		▓										
Obj 3: Hire project personnel		▓										
Obj 4: Recruit outreach volunteers			▓	▓								
Obj 5: Recruit hotline/crisis team volunteers			▓	▓								
Obj 6: Recruit performance artists			▓	▓								
Obj 7: Orientation training		▓			▓							
Obj 8: Ready facility	▓	▓										
Goal 2: Educational Outreach			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Choose outreach curricula			▓	▓								
Obj 2: Train volunteers					▓							
Obj 3: Implement outreach in schools							▓	▓	▓	▓	▓	▓
Goal 3: Hotline and 24-hour Crisis Team			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Develop hotline procedures			▓	▓								
Obj 2: Train hotline volunteers					▓	▓						
Obj 3: Implement hotline							▓	▓	▓	▓	▓	▓
Obj 4: Train crisis teams					▓	▓						
Obj 5: Implement crisis teams							▓	▓	▓	▓	▓	▓
Goal 4: Performance Art					▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Develop performances					▓	▓						
Obj 2: Give performances							▓	▓	▓	▓	▓	▓
Goal 5: Monitor and Manage Project	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 1: Evaluate project					▓	▓	▓	▓		▓		▓
Obj 2: Manage personnel	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 3: Manage finances	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 4: Ongoing project improvement							▓	▓		▓		
Obj 5: Disseminate information							▓	▓		▓		
Obj 6: Seek community involvement		▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Obj 7: Continue project							▓	▓	▓	▓	▓	▓